

Division Manager – Marijuana Control





*The City of San José
is committed to open and
honest government and
strives to consistently
meet the community's
expectations by providing
excellent service, in
a positive and timely
manner, and in the full
view of the public.*

THE COMMUNITY

San José, California is a unique place, playing a vital economic and cultural role within North America. San José is fortunate to be the largest and most urban city within Silicon Valley, known for the nation's largest number of leading innovative companies. San José is also home to an energetic, talented and diverse population and is located within the beautiful San Francisco Bay Area with an abundance of good weather.

San José's quality of life is unsurpassed. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City's many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling's Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading planning, engineering and business school supporting Silicon Valley. Other nearby universities include Santa Clara University, Stanford University, and three University of California campuses.

ABOUT THE DEPARTMENT

The San Jose Police Department is a dynamic, progressive and professional organization dedicated to maintaining community partnerships that promote a high quality of life for the City's diverse population. The Department is committed to treating all people with dignity, fairness and respect, protecting their rights and providing equal protection under the law. The San Jose Police Department is authorized 1,109 sworn officers and 504 civilian staff in four Bureaus comprised of 11 divisions with more than 61 specialized Units and assignments. The Department is responsible for policing a city of 180 square miles and over a million residents. The Division of Medical Marijuana Control administers the City's Medical Marijuana Program, which encompasses personnel from five different City departments.

SAN JOSE'S MEDICAL MARIJUANA PROGRAM

The City of San Jose's Medical Marijuana Ordinances were passed on June 17, 2014. The Ordinances mandate that medical marijuana collectives operating in the City be registered with the City Manager's Office. Currently there are sixteen registered collectives operating in San Jose, generating over \$6 million annually in Marijuana Business Tax revenue. Each medical marijuana collective is thoroughly reviewed and inspected multiple times throughout the year. The Medical Marijuana Program Division Manager will work under the direction of the Chief of Police and participate in the development, implementation, coordination, and





supervision of project goals, objectives, and activities to ensure medical marijuana collective compliance with State and local laws.

THE POSITION

Reporting to the Chief of Police, the Medical Marijuana Division Manager will focus on managing the City's Medical Marijuana Program, now in its second year. The Division Manager will perform administrative duties as assigned by the Chief of Police, such as budget management, policy formation and implementation, coordinating projects, drafting legislation/regulations, and developing recommendations regarding actions that affect ongoing and planned program services. Professional work is analytical and evaluative in nature. The Division Manager will work with stakeholders in the community, including schools and youth centers, to provide marijuana education and ensure the safety of San Jose's diverse community.

The Division Manager will directly supervise sworn and civilian police personnel. In addition to managing the priorities and goals of the Division, the Division Manager will provide support to staff who inspect, monitor, evaluate and enforce collective operations including everything from day-to-day procedures to review of annual financial documents. The Division Manager should be well versed in current medical marijuana industry standards, products and practices including cultivation, processing, manufacturing, packaging and distribution of marijuana products. The State of California's Department of Consumer Affairs (DCA) is in the early stages of establishing the State's Bureau of Medical Cannabis Regulation, with a target date of January 1, 2018 for full regulation development and implementation. The Division Manager must be able to stay abreast of industry trends and practices through ongoing research and networking with local and state partners, interest groups, and industry contacts, and ensure division policies align with current ordinances. The Division Manager will be responsible for recommending any needed program modifications to the Chief of Police and the City Council as the State's regulatory program unfolds.

In light of these challenges and priorities, the Division Manager will have the opportunity to:

- Lead and manage a staff of sworn and civilian personnel with an expected annual program budget that exceeds \$2.6 million.
- Develop and conduct public education, outreach campaigns, and promotional activities.
- Supervise subordinate staff to include: prioritizing and assigning work; conducting performance evaluations; and ensuring staff are appropriately trained.
- Play a key role in formulation or execution of management policies or programs.
- Direct allocation of funds; negotiate contracts, agreements, and leases.
- Present reports and information to educate and inform executive leadership, City Council, boards, committees, and other divisions or departments.
- Work with stakeholders in the marijuana industry to offer direction and guidance for successful compliance in the areas of: packaging and labeling, record keeping, security requirements, pesticides, soil amendments, fertilizers, waste destruction, high risk products, allowable extraction methods, and electronic track and trace systems.

- Work with the San Jose Police Department's School Liaison Unit to prepare and deliver marijuana-specific education to San Jose's youth.
- Identify and resolve issues and concerns of the community.
- Provide support to staff while they perform extensive inspection and analysis of medical marijuana collective operations.
- Supervise complex criminal, financial, and regulatory investigations.
- Further define the City's regulations and guidelines for medical marijuana operations.
- Work with the State of California's Bureau of Medical Cannabis Regulation to ensure San Jose's program stays compliant with constantly developing State law.
- Work with other City departments including the City Manager's Office, the Finance Department, the City Attorney's Office, and the Department of Planning, Building, and Code Enforcement to ensure policy implementation is aligned citywide.

THE IDEAL CANDIDATE

The ideal candidate will be a creative, and innovative leader with excellent interpersonal skills. Ideal candidates will be motivated to provide cutting-edge service to the community while ensuring robust regulatory oversight for San Jose's Medical Marijuana Program. The selected candidate will coordinate with local and state entities, identify regulatory gaps and propose meaningful solutions, and respond to community interests. A comprehensive understanding of the medical marijuana industry, from cultivation techniques to extraction and manufacturing techniques to packaging and distribution, will serve the chosen candidate well.

Key Competencies and Attributes

- Knowledge of marijuana cultivation, processing, extraction, packaging, and distribution practices.
- The ability to read, interpret, and write a wide range of complex documents, policies, rules and regulations relating to the marijuana industry, San Jose's regulatory program, and the State of California's evolving statewide regulatory scheme.
- Professional experience in analyzing state and local regulations, managing budgets, developing educational and training programs, and preparing written documents will have prepared the ideal candidate well.
- Able to evaluate and ensure the 'true' top priorities are handled satisfactorily; set clear goals for the employees and the work unit.
- Stay current and educated on industry changes: Plants are becoming more potent and the processes need to be understood. Address activities of collectives to ensure legal medical and adult use.
- Solid budgetary skills.

Qualities

- Ethical Leader; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational support and direction.
- Demonstrated ability to develop networks, build alliances, and engage in cross-functional activities.
- Able to identify and understand issues, problems, and opportunities; use effective approaches for choosing a course of action or developing appropriate solutions.
- Excellent verbal, written, and interpersonal communication skills. An active listener.
- Respond to issues in a timely, effective, positive and respectful manner. Must be detail-oriented, accurate, organized, and provide information in a clear and concise manner.
- A team builder able to establish and build effective relationships with staff and management by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Flexible; able to adapt to changing priorities and program changes as necessary.
- Professional with a strong business acumen and politically astute.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in a related field.
- Master's Degree in a related field highly desirable.
- Six (6) years of progressively responsible directly related experience. A background in a marijuana related regulatory and law enforcement capacity extremely helpful.
- Three (3) years of supervisory experience.

The selected candidate will be required to submit to a personal background investigation as required by the Police Department.

SALARY AND BENEFITS

The salary range for this position is **\$96,028 - \$146,668**.

The actual salary will depend on the qualifications and experience of the individual selected. In addition, a generous benefits package is provided which includes:

Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

Health Insurance – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

Dental Insurance – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.

Holidays – The City observes 14 paid holidays annually.

Deferred Compensation – The City offers an optional 457 Plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

For more information on employee benefits, visit the City's benefits website

<http://www.sanjoseca.gov/index.aspx?NID=707>

APPLICATION AND SELECTION PROCEDURE

The final filing date is Monday, October 10, 2016. To be considered for this exceptional career opportunity, submit your résumé, cover letter, current salary and a list of six work-related references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of employment, positions held, as well as size of staff and budgets you have managed. Forward your materials to Frank Rojas:

CPS HR  CONSULTING

Frank Rojas

CPS HR Consulting

Tel: 916 471-3111

E-mail: resumes@cpshr.us

Website: www.cpshr.us/search

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. The San José Police Department will then select finalists to be interviewed. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity please contact Frank Rojas.

